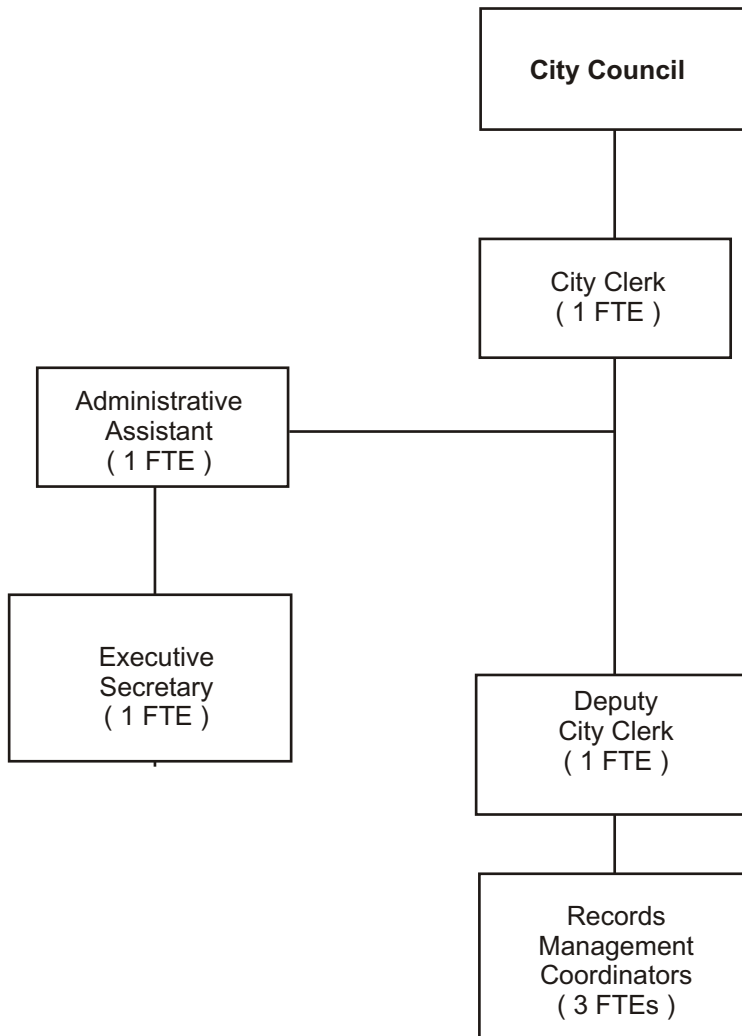


City Clerk (7 FTEs)



CITY CLERK

Mission:

To serve as historians for the City of Durham by accurately documenting and maintaining its official records as well as making those records accessible for citizens.

PROGRAM DESCRIPTION

City Clerk's Office**\$496,995****7 FTEs**

The Department records all official actions of the Durham City Council, advertises and processes vacancies for Council appointed boards, committees and commissions, provides proper notice for all meetings regulated by the North Carolina open meetings law, archives permanent records, execute contracts and other documents, issues cemetery deeds, going out-of-business license, coordinates codification of the Durham City Code, administers oaths of office; and certifies documents for admissibility in court cases. The Department also provides administrative support to the Mayor and the Members of the City Council.

RESOURCE ALLOCATION

	Actual FY 2002-03	Adopted FY 2003-04	Estimated FY 2003-04	Adopted FY 2004-05	Change
Appropriations					
Personal Services	\$ 373,063	\$ 383,297	\$ 358,254	\$ 399,224	4.2%
Operating	53,432	105,380	82,928	97,771	-7.2%
Capital	2,755	-	-	-	-
Total Appropriations	\$ 429,250	\$ 488,677	\$ 441,182	\$ 496,995	1.7%
Full Time Equivalents	7	7	7	7	0
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 428,830	\$ 488,177	\$ 440,667	\$ 496,495	1.7%
Program	420	500	515	500	0.0%
Total Revenues	\$ 429,250	\$ 488,677	\$ 441,182	\$ 496,995	1.7%

UNFUNDED OR UNDERFUNDED ITEMS

- There are no unfunded items in the department's FY 2004-05 budget.

COMPLETED INITIATIVES FOR FY 2003-04

- Resolutions and Ordinances imaged June 1995 through April 2004.
- City Council Minutes distributed within 14 days after the meeting.
- City Council Minutes microfilmed through March 2004.
- Boards, Committees & Commission appointments submitted to N.C. Secretary of State.
- Continued to maintain all records and documents on an up-to-date basis and provided information as requests were received.

DEPARTMENT INITIATIVES FOR FY 2004-05

- Submit republished Durham City Code to Council for approval.
- Utilize new software for Boards, Committees and Commissions.
- Image Time Payment Petitions.
- Continue to distribute City Council Minutes within 14 days after the meeting.
- Continue inventory of contracts and other documents.
- Continue to work with Technology Solutions Department on ways to enhance customer service.

GOALS, OBJECTIVES & STRATEGIES FOR FY 2004-05

GOAL: *To facilitate effective communication between the Durham City Council and City Departments.*

OBJECTIVE: To distribute adopted documents to city departments within four days of City Council approval.

STRATEGY: Monthly monitoring of performance.

	Actual FY 2003	Adopted FY 2004	Estimated FY 2004	Adopted FY 2005
MEASURE: % of adopted documents made available to departments within 4 days of Council approval	100%	N/A	100%	100%

GOAL: *To ensure that the citizenry is aware of all public meetings.*

OBJECTIVE: To advertise all public meetings in accordance with the North Carolina Open Meetings Law, 48 hours in advance of the event.

STRATEGY: The City Clerk's Office will work with other departments to ensure public notification of all relevant city meetings within the timeframe dictated by law.

	Actual FY 2003	Adopted FY 2004	Estimated FY 2004	Adopted FY 2005
MEASURE: % of public meetings advertised at least 48 hours in advance	99.5%	N/A	99.2%	99.7%

GOAL: *To support the written discourse and professional correspondence of Members of City Council.*

OBJECTIVE: To provide administrative support to the Mayor and Members of the City Council by preparing proclamations and letters as requested.

STRATEGY: To draft correspondence for the Mayor and Members of the City Council.

	Actual FY 2003	Adopted FY 2004	Estimated FY 2004	Adopted FY 2005
MEASURE: # of proclamations and/or letters prepared	225	N/A	250	250